



Steering Committee Meeting	
Date and Time	Location
Tues., 3/26/19 2-4 p.m.	Kimball Farms Lifecare 235 Walker Road, Lenox, MA
<i>The rotating location of meetings makes a dedicated call-in line difficult to cite; please contact HMCC staff to inquire about call-in potential.</i>	

Present	Absent
Heather Barbieri, Fairview Hospital Kelly Sitek, Baystate Wing Hospital Patricia Haner, Kimball Farms Retirement Community Jeremiah LaPlante, Soldier's Home of Holyoke Allison Egan, Berkshire Regional Planning Commission Brian Andrews, County Ambulance Lucy Briton, Berkshire Medical Center (<i>nonvoting alternate</i>) Bob Barry, MEMA	Bonnie Roy, MEMA Jacqueline Johnson, Caring Health Center Jeanne Galloway, City of West Springfield John Meaney, Northern Berkshire EMS Carrie Matusko, Holyoke Health Center
Staff and Guests in Attendance	
Mark Maloni, Tracy Rogers – HMCC Staff Michael Nelson, Gail Bienvenue – DPH OPEM Kerry Evans, DPH OPEM Regan Checchio – Regina Villa Associates	

Agenda/Notes	
Item	Notes
1. Review agenda/Introductions	Allison called the meeting to order at 2:04 p.m.
2. Approve minutes from 9/18 SC meeting	Kelly moved to accept with notation of the prior name change of Wing Memorial (it should be referred to as Baystate Wing Hospital) and a typo in wrap up section; Pat seconded. No further discussion. Passed unanimously.
3. Old Business a. Jurisdictional Risk Assessment b. Active shooter TTX for LTC and CHC - update	a. Mark furnished the committee with an update on JRA planning thus far: <ol style="list-style-type: none"> 1. Reviewed facility and/or discipline-level hazards from existing data sets; Mark outlined the steps used to converge/condense prioritized hazards, and extract expected impacts based on said hazards. Called for SC feedback regarding hazard identification, impact identification, and HMCC role in addressing said impacts. 2. Mark also noted that regional HVAs will be used to justify future expenses, so desired activities that are not specifically covered in the deliverables or approved workplan should reference the HMCC's regional JRAS as a justification point. For this reason, we should strive to be more expansive than exclusive. 3. SC feedback: <ol style="list-style-type: none"> i. Keep active shooter/workplace violence as an included hazard; could have Mass Casualty Incident implications. ii. Keep Tornado. iii. Water Supply Contamination and don't wrap into utility failure. iv. Keep Supply Shortage as a hazard, though it will also show up as an impact.

	<ul style="list-style-type: none"> v. Minimal feedback regarding impact analysis; overall HMCC role in response coordination via situational awareness and resource coordination affirmed. 4. Review of overall HMCC strategies for the near future based on hazard identification and impact analysis garnered no feedback. 5. Request for recommendations to disciplines and/or communities regarding health and medical preparedness and response garnered no feedback. <p>b. Updated group on progress regarding June LTC Active Shooter Planning Considerations workshop. Eric Stratton and MSP working together to build curriculum.</p>
<p>4. New Business</p> <ul style="list-style-type: none"> a. Heads up for May meeting topics and needs. <ul style="list-style-type: none"> i. New NOFA (does SC wish to see a workplan/budget committee for this between now and May?) ii. Term review and future representation. b. Budget review c. Chempack plan update d. Response Plan template 	<ul style="list-style-type: none"> a. HMCC staff reviewed upcoming items for SC consideration. <ul style="list-style-type: none"> i. New NOFA – do we need a small group to review and comment on workplan development as needed <ul style="list-style-type: none"> i. No – group would rather be apprised via email as things develop. ii. Term review – those whose terms end in the summer should consider if they wish to continue, or if we should work with disciplinary coordinating groups to find new reps. <ul style="list-style-type: none"> i. Michael and WAG will work with Jeanne to identify a public health rep for the coming term. ii. Heather and hospital group will put on the next WRHEPC agenda. iii. Jeremiah will stay on for long-term care for an additional term. iv. Mark will follow up with Carrie and CHCs in the region. v. Mark will email the WMEMS Exec. Comm. b. Tracy reviewed budget scenarios and garnered Steering Committee feedback regarding end of year spend down and a final budget modification round. c. CHEMPACK review – not needed. Dropped as agenda item. d. Regan Checchio with Regina Villa Associates joined us to facilitate a conversation about response coordination in light of the new federally mandated plan structure for healthcare coalitions. Much of our current ECP is now contained in the Preparedness Plan – how does inform the content of the new Response Plan? Regan will issue a template for our consideration later in the spring.
<p>5. Duty Officer Activations</p> <ul style="list-style-type: none"> a. Jan. Low-notice winter storm activation b. Feb. Duty officer drill and winter storm activation 	<ul style="list-style-type: none"> a. Conversation tabled due to time constraints.
<p>6. Business not anticipated 48 hours prior to meeting</p>	
<p>7. Wrap-up and Adjourn</p>	<p>Brian moved to adjourn meeting. Second by Pat Passed unanimously at 4:02 p.m. Next meeting: Tuesday, May 28th, 2-4 p.m., location TBD.</p>